

U. S. DEPARTMENT OF ENERGY
2000 EXECUTIVE POTENTIAL PROGRAM

**APPLICATION PACKAGE (AP)
COVER SHEET**

TO: _____
Training Officer

FROM: _____
EPP Applicant

Attached is my application package for the 2000 Executive Potential Program. I have obtained supervisory reviews and other recommendations, and have coordinated the review of this application as required within my organization.

Departmental Forms Required:

- " AP #1-- Supervisor and Agency Nominating Official Information
- " AP #2-- Developmental Accomplishments
- " AP #3-- Purpose for Applying
- " AP #4-- Evaluation of Performance
- " AP #5-- Assessment of Potential
- " AP #6-- Formal Training Courses
- " AP #7-- Application for Federal Employment (SF-171, or OF-612, or detailed resume with a current home address)

SIGNATURE _____ **DATE** _____

TITLE _____ **SERIES/GRADE** _____

WORK NUMBER _____ **FAX NUMBER** _____

INTERNET ADDRESS _____

DEPARTMENTAL ELEMENT _____

AP

**U. S. DEPARTMENT OF ENERGY
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**SUPERVISOR AND AGENCY NOMINATING OFFICIAL
INFORMATION**

(To Be Completed By Applicant)

Applicant's Name _____

Please complete the information below in reference to your first-line supervisor and agency nominating official.

Immediate Supervisor's Name _____

Title _____ Telephone Number _____

Agency Mailing Address _____

Agency Nominating Official _____

Title _____ Telephone Number _____

Agency Mailing Address _____

AP#1

U. S. DEPARTMENT OF ENERGY
2000 EXECUTIVE POTENTIAL PROGRAM

DEVELOPMENTAL ACCOMPLISHMENTS

(To Be Completed by Applicant)

Applicant's Name _____

Please describe three career or personal developmental accomplishments that you have had within the past five years and under each accomplishment the self-study, on-the-job training, formal training courses, developmental assignments, or other learning activities that you undertook to achieve each one. Finally, explain how the accomplishment contributed to a developmental objective.

Accomplishment #1:

Accomplishment #2:

Accomplishment #3:

AP#2

**U. S. DEPARTMENT OF ENERGY
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PURPOSE FOR APPLYING

(To Be Completed by Applicant)

Applicant's Name _____

Part A

Please explain your purpose for applying. Explain how participation in the EPP will support your career goals (3-5 years).

Part B

Please describe how your participation in the EPP will support the accomplishment of your organization's mission upon completion of the program.

AP#3

**U.S. DEPARTMENT OF ENERGY
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EVALUATION OF PERFORMANCE

Applicant's Name _____

Part A

NARRATIVE EVALUATION OF APPLICANT'S PERFORMANCE

(To Be Completed by Supervisor)

Please provide below a written narrative evaluation of the applicant's current performance.

Supervisor's Signature _____

Supervisor's Title _____

Telephone # _____

Part B

SUMMARY OF FORMAL PERFORMANCE APPRAISALS

(This May Be Completed by Applicant)

Please provide below the summary rating of the applicant's last three performance appraisals. Please attach the summary rating page for each appraisal.

| | <u>Year</u> | <u>Rating</u> |
|----|-------------|---------------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |
| 3. | _____ | _____ |

AP#4

U. S. DEPARTMENT OF ENERGY
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ASSESSMENT OF POTENTIAL

(To Be Completed by Supervisor)

Applicant's Name _____

Part A

This assessment should focus on indicators of potential such as educational pursuits, self-study, formalized training, developmental assignments, membership/leadership on teams and task forces, special assignments, and involvement in voluntary civic/community activities demonstrating leadership qualities. Please limit to 300 words or less.

Part B

Place an X in the block that best describes the applicant's overall potential for supervisory/managerial positions.

| | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|
| | | | | | | | | | | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |

Period of Time You Have Supervised Applicant: Years _____ Months _____

Supervisor's Name _____ Date _____

Signature _____

Title _____ Work Phone _____

AP#5
U. S. DEPARTMENT OF ENERGY
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FORMAL TRAINING COURSES

(To Be Completed by Applicant)

Applicant's Name _____

Please list all formal training courses taken within the past five years. For training sponsored by the Department or funded by your organization, you may contact your training officer/coordinator to request a copy of your training history. In addition, you may submit transcripts or a listing of courses (names, dates, and hours) you have taken that were not sponsored by the Department or funded by your organization.

AP #6

**U. S. DEPARTMENT OF ENERGY
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APPLICATION FOR FEDERAL EMPLOYMENT

You may use an SF-171, a computer software program equivalent, an OF-612, or a detailed resume.

Please limit your descriptions of work experience in each block of Item #24 to 15 or fewer lines.

Please ensure that your home address is current.

AP#7